

**PROJECT MANAGER
Immediate Availability**

Virginia Railway Express, a first class commuter rail operation serving Northern Virginia and Washington, D.C., is in need of a polished project manager to manage commuter rail projects from start to finish. Will function as the owner's representative for various projects such as rail extensions, commuter rail stations and other supporting facilities. Background in design, environmental evaluation and construction required. Provide project coordination and technical support during design and construction. Bachelor's Degree in Civil Engineering or related curriculum required along with minimum of 5 years of project management experience. Excellent salary, benefits and work environment. For more information, visit www.vre.org. No phone calls. VRE is an Equal Opportunity Employer. Fax/e-mail cover letter and resume to:

**Personnel Manager
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1313 fax
E-mail: hr@vre.org**

POSITION DESCRIPTION

TITLE: PROJECT MANAGER

SALARY GRADE: Z

HOURS: 8:30am – 5:00pm

General Description

Senior technical position reports to the Director of Engineering and Construction and provides engineering and construction management leadership on publicly funded projects. Assist in development and review of design and engineering documents pertaining to railroad, railroad facilities and station construction projects. Must be capable of functioning as project manager for multiple projects from planning through construction. Provides coordination of planning, design and construction activities.

Typical Scope of Duties

- Functions as project manager responsible for scheduling, coordination, monitoring and executing various projects such as: service extensions, station modifications and expansions, rail improvements, parking facilities, and maintenance facilities.
- Monitor, direct and control activities performed by engineering consultants and construction contractors such as: planning studies, environmental assessments, design, and construction.
- Provide quality assurance on assigned projects.
- Develop scope of services for contractors and consultants.
- Review and approve design drawings and specifications on construction projects and studies.
- Perform feasibility studies and condition assessments.
- Provide overall project control for projects ranging in value from \$2-\$50 million.
- Adhere to budget, scope and schedule on multiple projects.

Requirements

- Ability to guide, direct and manage work performed by engineering consultants.
- Ability to guide, direct and manage work performed by construction contractors.
- Good organizational skills and ability to work independently and lead the project team.
- Ability to conduct design review of drawings and specifications and perform analysis of project cost estimates and schedules.
- Ability to perform engineering analysis, design, minor drafting, and technical report writing.
- Familiar with FRA, AREMA, and DOT standards and applicable building codes preferred.

Education and Experience

- Minimum of a Bachelor's degree in Civil Engineering or related curriculum. Advanced degree preferred.
- Ideal candidate will have 5-15 years of design, construction management experience in railroad and/or transit projects.
- Minimum of 5 years experience as a project manager on related projects.
- PE or PMI certification preferred.
- Ability to utilize computer aided design and project software a plus.
- Experience in developing project scope and requests for proposals/bids.
- Must possess experience in cost estimating, project budgeting and schedule control.
- Must be professional, organized and have good verbal and written communications skills.

The statements in this job description are intended to describe the **general nature** and **level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.